**INVITATION TO TENDER FOR THE APPOINTMENT OF EVENT PARTNER FOR ORGANISING AND EXECUTING TECHINNOVATION®**

1. **OBJECTIVE**
   1. This tender seeks to appoint an Event Partner to strategise, conceptualise and manage IPI’s annual flagship conference and exhibition, TechInnovation®, over 9 months tentatively from 1 April 2025 to 31 December 2025.
   2. For TechInnovation® 2025, IPI seeks to collaborate with an Event Partner who is willing to enter into a partnership agreement model that will involve a co-sharing of revenue and risk.
2. **INTRODUCTION**
   1. IPI is an innovation catalyst that creates opportunities for enterprises to grow beyond boundaries. As a subsidiary of Enterprise Singapore, IPI accelerates the innovation process of enterprises through access to its global innovation ecosystem and advisory services. We believe innovation is key to enterprise growth. Serving global, regional and local innovation needs, we seek to bring Singapore and the world together on a journey of innovation and growth.
   2. IPI’s annual flagship event, TechInnovation®, is a mass-outreach event that, traditionally, brings together technology providers from all over the world to Singapore to engage the industry from both Singapore and the region.
   3. TechInnovation® aims to position Singapore as a technology hub where knowledge exchange and technology transactions take place. TechInnovation® is also a key strategy in building IPI’s brand, profile and reputation, and could potentially act as a vehicle to develop and grow IPI’s activity beyond Singapore shores. Therefore, it is key for the appointed tenderer to want to partner IPI in strategising and organising the event professionally, ensuing the event is successfully executed in accordance to the TechInnovation® brand.
   4. The last TechInnovation® event was held from 28 October to 30 October 2024, at Marina Bay Sands Expo and Convention Centre, Roselle-Simpor Ballroom. The event saw a total of 3,427 attendees over 3 days, with close to 1,000 attendees and exhibitors coming from overseas.
   5. The size of TechInnovation® 2025 shall be held from 29 to 31 October 2025 at Marina Bay Sands, Expo and Convention Centre, Level 3, Heliconia and Hibiscus main ballrooms and Heliconia junior (estimated gross space of 3,578sqm). We are expecting between 4,000 – 5,000 attendees over 3 days.
3. **EVENT STRUCTURE AND KEY COMPONENTS**
   1. TechInnovation® is a fully in-person event, consisting of 4 key components (in no order of priority), happening throughout the event dates:
4. Conference:
   * 1 main stage with rostrum and LED screen, approximately 200 pax theatre seating arrangement.
   * 1 secondary stage with basic AV, with seating for 50 pax, designed for a more casual setting with flexible seating to encourage discussions.
   * Programme could involve panel discussions, fireside chats, individual presentations, technology showcase, or sharing of problem statements
   * These sessions will be curated by IPI and/or external parties/partners
   * Expected to take place over the entire duration of the event, starting at no earlier than 10am and ending by 5pm daily
   * As the conference stage is expected to be in the same location as the exhibition hall, it will also be necessary to consider ways to minimise/eliminate noise bleed to the exhibition space and networking areas
   * Event Partner will recommend in their proposal the best arrangement for the 2 stages, bearing in mind the requirements of IPI
   * Lunch will be paid lunch – at point of registration. The Event Partner will be responsible for **coordinating with the venue provider** to ensure seamless logistics for lunch service, including payment processing integration at registration, and on-site coordination and verifying attendees registrations. Additionally, the Event Partner must manage crowd flow, and ensure a smooth dining experience for registered participants.
5. Exhibition
   * Expecting between 120 - 150 exhibitors to showcase over 160 technologies
   * Booth size can be determined at a later date, but should be catered to a variety of exhibitor types, from pavilions/custom-built, standard shell-scheme, and small booths specifically catered to startups
   * Booth fees shall be fully covered by exhibitors
   * The exhibitors curated by IPI are exhibiting on the pretext of looking for potential co-creation/co-innovation opportunities with a global audience
   * New concepts of how to better segregate and portray the technologies with more priority placed on user experience
6. B2B matching
   * This could be venues located within the event hall, at exhibitor booths, or at fixed location(s) to facilitate delegate-exhibitor, delegate-speaker and delegate-delegate meetings
   * Prior to actual event days, IPI will facilitate pre-event matching between the above-mentioned combinations, of which, some will take place in-person over the period of the event
   * This component is largely supported by the event platform, which should carry functionalities of scheduling meetings and at specified locations within the event hall
7. Networking
   * Networking sessions are typically sponsored sessions, and could take place at lunch or dinner, situated in Heliconia Junior.
   * Dependent on the venue secured, these could be zones situated around the hall, or at fixed location(s), that could be doubled up as small pitching corners or showcase zones catered to accommodate between 50 – 100 pax max
8. **TENDERER’S REQUIREMENTS**
   1. Interested Parties are invited to submit a proposal for the scope stated in Paragraph 5 – Scope of Engagement for the management of TechInnovation® 2025 event.
   2. Event Partner should be incorporated in Singapore and/or have a local representation office.
   3. Event Partners must demonstrate track record of handling similar or equivalent scaled event(s) in Singapore. To support this, please provide necessary background and details of the past event(s) organised (excluding events organised with IPI, such as TechInnovation®).
   4. Event Partners should be open and willing to enter into a partnership agreement that can include a certain percentage of risk sharing, i.e. sharing of profit and loss, in TechInnovation® 2025.
   5. It is preferrable for Event Partners to possess a global network and willing to conduct outreach efforts to augment similar efforts put in by IPI, to contribute towards international participation at TechInnovation®. This could be via delegate, exhibitor and/or speaker participation, as well as contribution by sponsorships.
   6. Event Partners must commit a competent team of fixed manpower resources to see through the planning and operationalisation for the duration of the contract (refer to Paragraph 6 – Duration of Contract). Should any of the candidates be found to be unsuitable, a request for a change of manpower should be mutually agreed upon before being effected.
   7. The appointed Event Partner shall commit to assign a project team with at least 1 Project Manager and 1 Project Executive. The Project Manager and Project Executive should have a minimum of 5 years’ and 3 years’ experience respectively in managing events of a similar nature and size.
   8. The Event Partner shall inform IPI immediately of any changes to the team composition of its project team and the candidate for replacement is subject to IPI’s approval. Any persons assigned to manage or execute TechInnovation® must be competent, i.e. equipped with suitable skills, and should be professional in performing their duties.
   9. If the performance of the Project Manager or any of his/her team members is below expectations, IPI reserves the right to request corrective actions to be taken, or for a replacement of personnel.
9. **SCOPE OF ENGAGEMENT**
   1. The appointed tenderer is expected to provide the following services:
10. Partner with IPI to conceptualise TechInnovation® conference and exhibition, keeping in mind the key objectives of facilitating co-development and/or co-innovation opportunities for local and global industry audience, and facilitating advisory services for local industry audience.
11. Provide counsel to IPI on best practices, potential pitfalls and customer experience, to enable TechInnovation® to be executed professionally and successfully.
12. Provide a project management plan with milestones and timelines to capture the key activities from end February onwards.
13. Operationalise TechInnovation® from 29 – 31 October 2025. This includes (but is not limited to):
    1. Secretariat duties;
    2. Engaging and managing relevant third-party providers (where necessary), including timelines, finances and delivery of their products/services;
    3. Design, development and implementation of advertising and marketing collaterals on-site and digitally;
    4. Venue management, such as efficient floor planning and layout to maximise space and return of investment, set up and tear down, room management, stage operations, F&B provision, provision of on-site operations and logistics, etc.;
    5. Liaise with event platform provider and manage digital event platform, such as user experience, agenda, registration and ticketing, event app design and testing, speakers and exhibitors profile management, eDM design and development, etc.;
    6. Exhibitor management from onboarding to end of exhibition, including booth design, special requirements, enquiries, logistical requirements, preparation and provision of exhibitor manual, etc.;
    7. VIP/POH handling, including observation of required protocols, security, briefing (if necessary), securing of VIP parking lot, etc.;
    8. Speaker management, such as attending to speakers’ enquiries, requirements, admin brief for speakers, and managing technical facilities to ensure smooth delivery of speakers’ sessions;
    9. Delegate management, such as security, on-site registration and training of manpower to manage registration, delegate database management, etc.;
    10. Oversee and ensure smooth progression of conference programme, including liaising, contracting and payment to relevant third-party providers on IPI’s behalf, such as venue, build-up of conference stage, procuring the relevant furniture, lighting, AV systems, etc.;
    11. Engagement of PR agency to oversee pre-event press releases, media outreach, sourcing and securing media partners, daily coverage of events, management of TechInnovation social media accounts;
    12. Procurement and provision of talent, manpower and other relevant items on behalf of IPI as per requirements of TechInnovation® agreed upon with IPI;
    13. Timely set up of all elements to enable the event to be successfully executed;
    14. Timely set up and turnaround of room for networking areas and B2B meetings;
14. Ensure cost reasonableness.
15. Offer potential tie-ups with reasonably priced hotels within the vicinity of the conference and exhibition.
16. Collect the agreed fees from exhibitors and sponsors on IPI’s behalf, to be offset from the total expenses related to the execution of TechInnovation®. If applicable, the revenue component attributable to booth fees will be deducted from the sponsorship sales revenue before calculating the net revenue to offset event expenses.
    1. The appointed tenderer should be open to proposing and, upon agreement with IPI, operationalise new concepts, exhibition layouts, thematic zones, etc., that could enhance delegates’ experience in interacting with exhibitors as well as interacting with the technologies.
    2. The appointed tenderer should also be open to partnering IPI to put together strong proposals to solicit sponsorships, securing exhibitors and marketing materials to attract potential delegates to TechInnovation®.
17. **DURATION OF CONTRACT** 
    1. The Contract shall be for a firm period of 9 months, tentatively from 1 April 2025 to 31 December 2025.
18. **COST RECOVERY**
    1. IPI may engage the appointed Event Partner for third-party services such as (but not limited to) procurement of venue rental, professional emcee, licencing and permits, engagement of other vendors, etc., and these shall be reimbursed on cost recovery basis.
    2. These must be accompanied by necessary documentations and invoices to justify the claim for such reimbursement, failing which IPI reserves the right not to reimburse the said expenses. Any costs and efforts incurred by the appointed Event Partner to facilitate the third-party services are deemed included in the “Project and Event Management Fees” quoted in **Annex A**.
19. **SUBMISSION REQUIREMENTS**
    1. The submission of the proposal shall include the following:
20. **[Mandatory]** Tender proposal, which covers the requirements listed under Paragraph 5 – Scope of Engagement (preferably as a Word Document or PowerPoint Presentation and as a PDF Document).
21. **[Mandatory]** Project approach, design concept and schedule to meet the requirements stated in Paragraphs 3, 4 and 5.
22. **[Mandatory]** Portfolio of non-IPI projects undertaken from 2022 to 2025, that are able to showcase the company’s capability to create high quality, creative, engaging and successful events of a similar size and nature, and, most importantly, achieved their clients’ objectives. These should include (but not limited to):
    1. In-person events with a scale of more than and including 3,000 attendees
    2. Highlighting unique, thematic and/or well-designed custom builds and exhibition booths
    3. Ability to showcase prototypes and technologies in different ways that can attract interest
23. **[Mandatory**] Proposed project team members and curriculum vitae of project manager in charge.
24. **[Mandatory**] Total project amount with breakdown of costings (**Annex A**).
25. Company’s background and certification, along with information that demonstrates the Tenderer’s ability to fulfill Paragraph 4 – Tenderer’s requirements.
26. Financial statements of the company (preferably audited).
27. **EVALUATION CRITERIA**
    1. Proposals received will be evaluated based on the following:

9.1.1 **Critical criteria** (Tender offers that do not meet the critical criteria shall be disqualified from further evaluation)

1. Tenderer must submit all mandatory documents as outlined under paragraph 8.1.

9.1.2 **Other criteria** (Tender offers that have complied with the critical criteria will be evaluated based on the criteria and weightage listed in the table below.)

| **Evaluation Criteria** | **Weightage** |
| --- | --- |
| Quality of proposal  Ability to meet IPI's objectives and achieve the full scope of engagement as described in Paragraph 5, along with the requirements stated in Paragraphs 3 and 4 | 25% |
| Quality of proposal  Ability to propose unique yet practical ways to improve user experience for attendees in the following areas:   * Interaction with exhibitors and technologies showcased <10%> * Seamless and engaging event flow (Strategies to ensure smooth navigation between the two separate rooms housing the exhibition, conference, networking, and luncheon areas (Heliconia & Hibiscus Ballrooms, Heliconia Junior at MBS Level 3) <10%> * Experiential zone (Concepts for an immersive space that effectively showcases sponsors and highlights IPI’s unique value proposition) <5%> | 25% |
| Track record   * Ability to create high quality, creative, engaging, and successful events, of a similar size and nature, that achieved their clients' objectives based on the portfolio of **non-IPI projects** provided | 10% |
| Financial Strength and Soundness | 5% |
| Ability to co-share project profit and risk | 5% |
| Grand Total Price (Firm) | 30% |
| **Total** | **100%** |

1. **WORK SITE SAFETY**
   1. The appointed tenderer shall at all times observe and comply with the rules and regulations set by the local government or regulatory authority relating to workplace safety and health, and shall bear all cost and expenses connected with the observance and compliance of these rules and regulations.
   2. The tenderer shall provide sufficient protection and protective coverings to all property, including walkways, corridors, offices, furniture, fittings, equipment and installations, within the immediate area of the works.
   3. On completion of works, the Contractor shall leave the premises in a clean and tidy condition and remove all tools, appliances, equipment, machinery and any surplus materials supplied by the Contractor.
2. **PAYMENT SCHEDULE**
   1. Reimbursable costs from third-party vendors (with supporting documentations and invoices) shall be consolidated after the event. Payment shall be computed based on the actual quantities and items required by IPI in the course of Contract, and shall be made within 30 days after completion of event or receipt of invoice, whichever is later.
   2. Any variations in costs in the contract value will need to be properly justified by the Event Partner to the satisfaction of IPI, before IPI makes any payments to the variation costs. Where applicable, IPI also reserves the right to request the Event Partner to submit three (3) quotations for any such variation costs which will be incurred.
   3. If a risk sharing partnership is undertaken, reconciliation of audited P&L statements (in accordance with the Singapore Standard on Related Services SSRS 4400) should be completed within 3 months from the end of TechInnovation® event. The P&L statements shall be audited by the Event Partner’s incumbent auditor, before submission to IPI. In the event that there is no incumbent auditor, Event Partner must seek prior approval from IPI for the proposed auditor. Profit/loss amount shall be paid out by either party within 30 days upon receipt of invoice and audited P&L statements, whichever is later. IPI will confirm the payment approach 30 days after receipt of the audited P&L statement.
   4. Even though IPI may consider other payment schedule/terms proposed by the appointed Event Partner, it reserves the right not to accept these schedule/terms.
3. **ADDITIONAL TERMS AND CONDITIONS**
   1. IPI will conduct the evaluation based on the proposals submitted during the tender and may contact the tenderers to clarify on the submitted proposals. This does not imply acceptance of proposals.
   2. IPI reserves the right to award the Contract in whole or any part(s) of the tender offer. IPI shall be under no obligation to accept the lowest priced or any Tender Offer.
   3. Where the appointed tenderer intends to replace the project manager assigned to supervise and co-ordinate the services under the Contract, it shall do so in consultation with IPI.
   4. The appointed tenderer is responsible for taking all the necessary precautions not to cause damage to the building and its tenants’ premises and is liable to pay for the damages at their own cost during the project period.
   5. The appointed tenderer shall perform the Services in accordance with the Contract.
   6. If there is delay in the performance of the Services under the Contract due to any of the following circumstances, namely, acts of God, force majeure, riots and civil commotion, strikes, lock-outs or other causes or perils beyond the Contractor's control, then in any such case the Contractor shall for the duration of any such circumstance aforesaid, be relieved of his obligation to perform such Services thereby affected but the provisions of the Contract shall remain in full force in regard to any Services not affected by such circumstances aforesaid.
   7. Subject to Clause 12.6, if the tenderer fails to complete the performance of Services by the date specified in the Contract, IPI shall have the right to:
4. Cancel all or any such items of Services from the Contract without compensation and obtain them from other sources and all increased costs thereby incurred shall be deducted from any moneys due or to become due to the Contractor or shall be recoverable as damages; or
5. Deduct from any monies due or to become due to the appointed tenderer or require the appointed tenderer to pay, a sum calculated at the rate of 0.1% per day (including Sundays and Public Holidays), as liquidated damages for every day of delay until the Services are performed; or
6. Provided that the recovery of such increased costs aforesaid shall be limited to such Services as is purchased or obtained, not exceeding the scope stated in the Contract, from other sources after the appointed tenderer's failure as aforesaid but within three months of the expiry of the Contract.
7. **OVER-RIDING PROVISION**
   1. The appointed tenderer executing the works as required in this Tender shall ensure that the works, goods and materials used shall be suitable and reasonably fit for the purposes for which they are required (hereinafter referred to as "Performance Requirement"). In the event the works, goods and materials to be used are upgraded in order to meet the Performance Requirement, the contractor shall do all necessary upgrading at no extra cost to IPI, subject always to the approval from the appointed representative of IPI, but such approval shall not in any way affect the contractor's duties or obligations arising under this contract.
8. **INDEMNITY AGAINST CLAIMS**
   1. The Contractor shall indemnify and hold IPI, its directors, officers, employees and agents (“Indemnified Parties”) harmless from and against all claims, suits, actions, demands, proceedings, expenses, damages, losses, and liabilities of any kind, (including reasonable attorneys’ fees incurred to successfully establish the right to indemnification) threatened, asserted, filed or incurred (collectively, “Claims”) against any of the Indemnified Parties, where such claims arise out of or relate to (i) bodily injury or death, (ii) loss, disappearance, or damage to property suffered or incurred by the Contractor’s officers, employees, agents or any other person appointed by the Contractor to perform services under this Contract.
9. **CLOSING DATE** 
   1. The closing date and time for the submission of proposal is 21 March 2025, **1400hrs** sharp (Singapore Time).
   2. All quotations will be voided if the proposals are not received through [ESHProcurement@enterprisesg.gov.sg](mailto:ESHProcurement@enterprisesg.gov.sg) by the above closing date and time. **Apart from recipients within your company, please do not copy any other email addresses during submission of proposals**.
10. **CONTACT**
    1. For clarifications, please contact Jasmine Leong, Principal Manager, Marketing & Communications, Partnerships, at jasmine\_leong@ipi-singapore.org.
11. **VALIDITY OF TENDER OFFER**
    1. The offer shall be valid for 60 calendar days from the closing date of this tender.

**ANNEX A**

**PRICE SCHEDULE**

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| --- | --- |
| Price Schedule |  |